Operating Charter for the Student Activities Committee

Last updated April 2015

Article I - General Information

Section I. Organization Name
Student Activities Committee (abbreviated as ‘SAC’)

Article II – Club Purpose

Section I. Organization Purpose and Objectives
Student Activities Committee (SAC) is a student-run group that brings community events, one-time events, and parties to Pitzer’s campus and across the 5Cs. We are an open organization that invites collaboration with individual students, clubs on campus, as well as clubs on the other Claremont College campuses. We encourage everyone to throw events on campus by providing monetary support and advice. We offer assistance to students by teaching and guiding them through the necessary steps to create an event on campus, including 1) reserving the space 2) submitting an event request form 3) request funding from SAC or another Pitzer club 4) advertise the event 5) checking in with event staff and 6) day-of preparations. We strive to uphold Pitzer’s values by creating events aimed to please the entire Pitzer community through funding the social life on campus.

Section II. Benefit to the Pitzer Community
The Pitzer community, as well as the 5C community, benefits from our organization because our purpose is to throw, fund, and support on- and off-campus events.

Section III. Membership Eligibility
1) Currently registered students at Pitzer College may serve as members of this committee.
2) Active members are eligible to vote on agenda items and hold an officer position.

Article III – Officers and Elections

Section I. List of Committee Officers
1) President
2) Vice President
3) Treasurer
4) Secretary
5) Social Chair

Section II. Officer Duties
1) President: runs meetings, sets up meeting agenda, leads discussions, ensures that event planning runs smoothly, understands all club rules and school policies, enforces all rules
2) Vice President: assists with responsibilities of the President, fills in as meeting leader if President is absent
3) Treasurer: keeps accurate records of budget and funding requests, responsible for collecting receipts, communicates with recipients of reimbursements, turns in all RFCs
4) Secretary: takes minutes during meetings, submits minutes to student-talk
5) Social Chair: advertises all events, sends out weekly advertisements to the Pitzer student body with a list of all events happening on campus from Wednesday through Sunday, attends 5C
social chair meetings, schedules event dates with the other colleges, acts as the liaison between Pitzer and the other 5Cs

Section III. Officer Elections
1) Nominees for positions leave the room while the rest of the committee votes. A simple majority vote is needed to elect an officer.
2) The selection of new officers for the next academic year shall occur at the end of the Spring semester.
3) Term of office lasts an entire year, unless the student leaves or returns from a semester abroad.

Section IV. Officer Removal and Resignation
1) Officers may be removed through a two-thirds majority vote of the committee, or resignation of the position.
2) In the event that a student leaves to go abroad, a special election process shall take place at the end of Fall semester to elect a new officer for the Spring semester.

Article IV - Meetings

Section I. Meeting Structure
Meetings take place every Monday night at 9pm in the Grove House, and are run by the President. The President announces meetings via student-talk, and minutes are posted to student-talk at the end of each meeting.

Section II. Emergency Meetings
Emergency meetings are announced via e-mail and on the SAC Facebook group.

Section III. What is quorum?
At leave five members of SAC (including President, VP, and Treasurer) must be present in order to approve funding. At least three members must be present to conduct business.

Article V - Charter Amendments

Section I. Charter Amendment Procedure
An amendment may be initiated by any member of the club and passed by a two-thirds majority vote of the members present at the meeting.

Section II. Amendment Notification
All charter amendments, additions, and/or deletions must be filed with Student Senate within one week of adoption.

Article VI – Dissolution

Section I. Proposal of Dissolution
The committee has long standing tradition at Pitzer College and as long as students have access to student fees to produce events, the committee cannot be dissolved without extensive consultation with the Pitzer College Office of Student Affairs and the Pitzer College Student Senate.

Section II. Requisites for Dissolution
A two-thirds majority vote of the entire Student Senate legislature is required for dissolution.